



Aloha,

Thank you so much for your interest in volunteering with Hale Ku'ike. We would be happy to give you a tour of any of our locations so that you can see what we do and decide if Hale Ku'ike would be a good match for your interests. Please let me know some dates and times that work for you.

I wanted to let you know the steps that will need to be completed for the volunteer application process:

- Volunteer application form (attached)
- A negative 2-step TB test is required within one year prior to your volunteer start date. If a 2-step has been completed more than one year before start date, then a 1-step TB test is required within one year of start date. In this case, copies of both the 2-step and 1-step would be required. If you have had a positive PPD, then a copy of the positive PPD test would be required as well as the Dept of Health TB attestation form signed by your physician (attached).

People interested in volunteering at Hale Ku'ike bring compassion, joy and a wide variety of special skills. There are many roles for volunteers with Hale Ku'ike and we strive to create a match that meets the needs of our programs and facilitates a positive volunteer experience. However, it is important to note there are times a suitable match cannot be made and we reserve the right to decline any volunteer application during the screening process. Hale Ku'ike has a thorough screening process for all volunteers including a criminal background check, personal interview and dementia training.

There is a place for you and your special abilities at Hale Ku'ike. We hope that the time you spend with us will be rewarding, fun and meaningful. If you have any questions, please don't hesitate to contact me.

A handwritten signature in black ink that reads 'Dorothy Colby'. The signature is fluid and cursive, with a long, sweeping tail on the 'y'.

Dorothy A. Colby
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